

RESOLUTION NO. 04-003

A RESOLUTION of the City Council of the City of SeaTac, Washington amending Resolution 91-005 establishing City Council Committee Meetings as Council of the Whole meetings, adopting a formal meeting schedule for Council Committee Meetings, and amending the City Council Administrative Procedures.

WHEREAS, RCW 42.30, the Open Public Meetings Act, requires that all meetings of the City Council shall be open and public; and

WHEREAS, the City Council has established four (4) standing Council Committees comprised of three (3) members that periodically meet; and

WHEREAS, the City Council elects to declare all City Council Committee Meetings as Council of the Whole meetings and thereby subject to the Open Public Meetings Act; and

WHEREAS, pursuant to RCW 42.30, the City Council elects to establish a formal meeting schedule for Council Committee Meetings;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SEATAC, WASHINGTON HEREBY RESOLVES as follows:

Section 1.

All Committee Meetings of the City Council shall be held at the SeaTac City Hall, 4800 South 188th Street, SeaTac, Washington 98188, as follows: on the second Tuesday of each month, the Administration and Finance Committee ("A&F") shall meet at 3:00 p.m.; on the second Thursday of each month the Land Use and Parks Committee ("LUP") shall meet at 4:00 p.m.; and on the fourth Tuesday of each month, the Transportation and Public Works Committee ("T&PW") shall meet at 3:00 p.m., and the Public Safety and Justice Committee ("PS&J") shall meet at 4:00 p.m.; and except that, if any such meeting shall fall upon a holiday, the scheduled meeting shall be held on the next business day, commencing at the same hour; and providing that the Mayor or a majority of the City Council may schedule additional or alternate Committee Meetings, as may be needed, providing that 24-hour public notice shall be given pursuant to law.

Section 2. Section 3 of the City Council Administrative Procedures is hereby amended to read as follows:

Section 3. Council Committees and Representatives

- (A) There are established the following four (4) Standing Committees of the City Council, that shall consist of not more than three (3) members each. The Mayor shall appoint the Chairperson and the membership of each Committee. The standing committees shall meet at such dates and times as set by Resolution, and the agenda for any Standing Committee meeting shall be posted prior to the meeting. The Standing Committees shall consider and may make policy and legislative recommendations to the City Council on items referred to the Committee by the Mayor, the Council, or the City Manager. The standing committees are as follows:
- (1) **Transportation and Public Works Committee**, which shall consider matters related to transportation policy, transportation projects, and utility issues and will meet at such regular dates and times as may be pre-determined by the Committee. The Chair of this Committee shall issue a status report at the Study Session next following the Committee meeting.
 - (2) **Administration and Finance Committee**, which shall consider matters related to administrative and procedural issues, financial issues, human services and contracts/negotiations and will meet at such regular dates and times as may be pre-determined by the Committee. The Chair of this Committee shall issue a status report at the Study Session next following the Committee meeting.
 - (3) **Land Use and Parks Committee**, which shall consider matters related to parks, land use and development regulation issues and will meet at such regular dates and times as may be pre-determined by the Committee. The Chair of this Committee shall issue a status report at the Study Session next following the Committee meeting.
 - (4) **Public Safety and Justice Committee**, which shall consider matters related to police and fire issues and will meet at such regular dates and times as may be pre-determined by the Committee. The Chair of this Committee shall issue a status report at the Study Session next following the Committee meeting.
- (B) The Mayor or a majority of the City Council may establish such Ad Hoc Committees as may be appropriate to consider special matters that do not readily fit the Standing Committee structure or that require special approach or emphasis. Such Ad Hoc Committees may be established and matters referred to them at Study Sessions, without the requirement that such establishment or referral take place at a Regular Council Meeting. The Mayor shall appoint Council

representatives to intergovernmental Councils, Boards and Committees, including such Ad Hoc Committees.

- (C) Ad Hoc Council Committees shall consider matters referred to them. The Committee Chair shall report to the Council on the final findings of the Committee and shall provide interim status to the Council at a frequency determined by the Mayor. Committees may refer items to the Council with no Committee recommendation.

PASSED this 11th day of May, 2004 and signed in authentication thereof on this 11th day of May, 2004.

CITY OF SEATAC

Frank Hansen, Mayor

ATTEST:

Judith L. Cary, City Clerk

Approved as to Form:

Mary E. Mirante Bartolo, City Attorney

[Committee Meeting Date & Time Adoption]